

Student Data File Instructions

To complete a data upload of multiple participants onto a program location, an Excel .csv spreadsheet may be completed. The provided Excel .csv template must be used to successfully upload data within the INTraining portal. Below are instructions on how to complete the student data template fields.

First name—required

Enter the participant's first name.

Last name—required

Enter the participant's last name.

SSN

Enter the participant's full social security number. The SSN must be 9 digits even if you are only providing the last 4 digits of the SSN (see format examples below).

9 digit SSN number format: XXX-XX-XXXX

Last 4 digit SSN number format: 000-00-XXXX

Address—required if SSN is not available

Enter the participant's address. **Address cannot be blank if there is no SSN.**

City—required if SSN is not available

Enter the participant's city. **City cannot be blank if there is no SSN.**

State—required if SSN is not available

Enter the participant's state abbreviation. **State cannot be blank if there is no SSN.**

Format: XX

Zip—required if SSN is not available

Enter the participant's zip code. ZIP must be numeric. **ZIP cannot be blank if there is no SSN.**

Format: XXXXX

Birthdate—required if SSN is not available

Enter the participant's date of birth. The student has to be at least 16 prior to the start of the program.

DOB cannot be blank if there is no SSN.

Format: XX/XX/XXXX

Entry Date—required

Enter the participant's course start date.

Format: XX/XX/XXXX

Completion Date

Enter the participant's course end date. Completion Date has to be after the Entry Date.

Format: XX/XX/XXXX

Enroll Stat Code—required

Enter the participant's enrollment status.

Acceptable values:

Participant's current enrollment status-	Enter on Excel spreadsheet:
Enrolled	E
Completed	C
Dropped	D

Name of Assessment

Enter the program's certificate name as it appears within the program details. **Cannot be blank if there is a value for Pass Assessment.**

Pass Assessment

Enter the participant's assessment status.

Acceptable values:

Assessment results-	Enter on Excel spreadsheet:
Participant passed the assessment	P
Participant did not pass the assessment	F

Program Number—required

Enter the program location id number.

Gender

Enter the participant's gender.

Acceptable values:

Gender-	Enter on Excel spreadsheet:
Female	F
Male	M
Participant does not wish to answer	N

Race (columns P – V)

Enter the participant's race. Please select all that apply.

Acceptable values:

Race-	Enter on Excel spreadsheet:
Listed race applies to the participant	1
Listed race does not apply to the participant	0

Deceased

Enter if the participant has become deceased during the course of the program.

Acceptable values:

Is the participant deceased?	Enter on Excel spreadsheet:
Yes	1
No	0